



**King County**  
**CONFIDENTIAL SECRETARY I**  
**DEPARTMENT OF ADULT & JUVENILE DETENTION**  
**OFFICE OF THE DIRECTOR**  
**Hourly Rate Range: \$21.83 - \$27.67**  
**Job Announcement: 06RF6120**  
**OPEN: 6/5/06      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service exempt position is open concurrently to all King County Career Service employees, King County at-will employees and the general public. The list established via this recruitment will be used to fill one current vacancy and may be used to fill future vacancies as they occur.

**WHERE TO APPLY:** Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: [Recruitment.DAJD@Metrokc.gov](mailto:Recruitment.DAJD@Metrokc.gov)

**Applications not received at the location specified may not be processed.** Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

**FORMS AND MATERIALS REQUIRED:** (1) [King County \\*application form and applicant data sheet](#); (2) resume; (3) letter of interest detailing experience and qualifications related to the essential functions and minimum qualifications outlined below; plus, 4) the completed DAJD Background Investigation Screening Form accompanying this announcement. Questions regarding the application process may be directed to Ramona Flores, Human Resources Analyst, at 206-296-4116. \*The King County application form and applicant data sheet can be accessed online via the King County website: <http://www.metrokc.gov/jobs/>

**WORK LOCATION:** The DAJD Office of the Director is located in the King County Court House, 516 Third Avenue, Suite E-245, Seattle, Washington.

**WORK SCHEDULE:** The current daily schedule is Monday through Friday, 8:00 a. m. to 5:00 p. m. Candidates are required to be available to work additional hours, which may include evenings and weekends as needed. This position is not exempt from the provisions of the Fair Labor Standards Act and is overtime eligible.

**POSITION DESCRIPTION:** This position is responsible for independent daily administrative support and secretarial duties for the Chief of Administration (COA) and at times for other administrative staff. Selected candidate will have delegated authority to handle many daily administrative duties for the Chief of Administration; will maintain knowledge of division projects; keep the COA apprised of current and potential issues and problems; and maintain the confidentiality of sensitive and controversial communications.

**Essential Functions:**

1. Review incoming correspondence for the Chief of Administration. Prepare replies to routine letters and memos. Route memos and letters to department staff, as appropriate. Ensure timely responses through the maintenance of a tracking system.

2. Convey the Chief of Administration's directions and instructions to subordinate staff. Furnish explanations, when necessary. Advise staff of the Chief of Administration's preferences and requirements.
3. Maintain the Chief of Administration schedule. Set schedule priorities and resolve appointment conflicts.
4. Answer the Chief of Administration's incoming telephone calls. Respond to questions, take messages, route and screen calls as appropriate.
5. Ensure compliance with policies and procedures governing the processing of paperwork and the development and structuring of correspondence. Type, edit and proofread correspondence.
6. Perform special projects as requested. Gather, organize and prepare data for inclusion in reports. Present information in convenient form to aid the Chief of Administration in accomplishing work or making decisions.
7. Organize, update and maintain the Chief of Administration files.
8. Participate in the budget preparation process by gathering, organizing, and typing information.
9. May supervise or act as the lead to other clerical staff in the division.
10. Must possess a strong working knowledge of MS PowerPoint, Access, Excel, Word, Outlook, scheduling software and should possess a basic working knowledge of Visio.

**MINIMUM QUALIFICATIONS:** Minimum of 2 – 4 years increasingly responsible clerical/administrative experience which includes primary administrative support to a division manager or director level position. Must possess excellent organizational skills, fast and accurate typing skills, and attention to detail orientation. Must possess a strong working knowledge of Excel, Word, PowerPoint, Outlook and scheduling software. Experience with Visio is an advantage and experience with Microsoft Access is desirable. Must have the ability to multi-task in a busy environment and work cooperatively and professionally with a variety of individuals. Working knowledge of County and departmental correspondence standards.

**NECESSARY SPECIAL REQUIREMENTS:** Most competitive candidates may be required to take a clerical skills assessment examination. Selected candidates must pass a thorough background investigation process (including polygraph, criminal history checks, fingerprinting and reference checks).

**SELECTION PROCESS:** The selection process will consist of an evaluation of the materials listed under "**Forms and Materials Required**". Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or will be scheduled for an interview. **This position will remain open until filled, with an initial application screening tentatively scheduled to be conducted 06/19/06.**

***Candidates must submit all required forms and documents listed above in "Forms and Materials Required". Unless otherwise specified, a resume alone will not substitute for the required forms. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed in the selection process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits indicated on the DAJD Background Investigation Screening Form will prohibit further consideration. If you have failed the department's background investigation process within the past two years, your application will not be considered at this time.***

**KC DEPARTMENT OF ADULT & JUVENILE DETENTION**  
**Background Investigation Screening Form**

**Applicant  
Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please Print)

**Position for  
which  
you are  
applying:** \_\_\_\_\_

**Announcement #** \_\_\_\_\_

**All candidates for employment with the King County Department of Adult and Juvenile Detention (DAJD) must undergo a background investigation process.** A preliminary screening of all candidates will be based on a review of the completed **Background Investigation (BI) Screening Form**. Please complete this form thoroughly, applicant signature and date is required at the end of this document (Applicant Certification). This document is required to ensure consideration. Applicants may be rejected for criminal behavior, illegal drug use, or failure to meet department standards in the areas listed in the "Background Investigation Screening" questionnaire.

Finalists for DAJD positions will be required to undergo a more extensive background process which includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical – please see position announcement for specific requirements.

- |                                                                                                                                  |                                     |                                    |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| <b>▪ Have you applied for a job with the King County Department of Adult &amp; Juvenile Detention within the last two years?</b> | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>▪ Have you undergone the department's background investigation process within the last two years?</b>                         | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>▪ Are you willing to undergo a background investigation process as described above?</b>                                       | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>▪ Are you willing to undergo a polygraph examination?</b>                                                                     | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>▪ Are you willing to undergo psychological testing and evaluation if required?</b>                                            | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>▪ Are you willing to undergo a pre-employment medical examination if required?</b>                                            | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |

**WORK SCHEDULE/SHIFT AVAILABILITY:** Our facilities operate 24 hours per day, 7 days per week. Many of our positions are shift work jobs which include evenings, weekends, and holidays? Please note job announcement for further details (Work Schedule).

- |                                                                                           |                                     |                                    |
|-------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| <b>▪ If required for the position you are seeking, are you willing to work any shift?</b> | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
|-------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|

- Please indicate below any shift/scheduling restrictions you may have:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**WORK LOCATION/FACILITY AVAILABILITY:** Some positions may require work at either of the department's facilities or locations, including: Seattle Adult Division (King County Correctional Facility); Kent Adult Division (Regional Justice Center); King County Courthouse (Seattle); Yesler Building (Seattle); or, the Juvenile Detention Facility (Seattle). Please note job announcement for further details (Work Location).

▪ If required for the position you are seeking, are you willing to work at any of the above locations? ☐ Yes ☐ No

▪ Please indicate below any facility/location restrictions you may have:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Background Investigation Screening:** Response to the following items will be screened to determine if you meet the preliminary background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits listed on this questionnaire will prohibit further consideration.

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the BI Screening Form will not necessarily exclude you from employment. However, if you are later found to have provided dishonest responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the end of this form.

1. **Have you been convicted of a felony in an adult criminal court in the last ten years?** (Note: you must indicate "yes" if you were **EVER** convicted even if the charges were later dismissed, expunged, deferred, etc.) ☐ Yes ☐ No

2. **Have you been convicted of a misdemeanor offense in the last three years?** ☐ Yes ☐ No

3. **Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?** ☐ Yes ☐ No

4. **Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years?** (This includes unknowingly transferring or possessing.) ☐ Yes ☐ No

5. **Have you used marijuana in the last three years?** (This includes using even once or experimenting.) ☐ Yes ☐ No

**For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.**

6. Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you illegally used any other controlled substance or other illegal drugs/ narcotics (listed in question 6 above) within the last seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been terminated or resigned in lieu of termination from another criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever been convicted of domestic violence or related offenses involving physical violence? (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please attach additional sheets to explain, expand or qualify your response(s) to any of the Background Investigation Screening Form questions.

**APPLICANT CERTIFICATION:**

I certify that the information provided in this document is truthful and accurate and understand that this information will be verified in the course of the required background investigation process. I understand that proceeding to the background investigation process does not constitute an express or implied employment contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_